

**RESPONSIBILITY FORM**  
**Project WET Loaner ITEMS**  
*Program of IDNR – Division of Fish & Wildlife*

1. When borrowing items, borrowers are responsible for picking items up from the Project WET office, an optional storage site, or the previous user. Borrowers are also responsible for the set up and tear down of items. Borrowers may also need to communicate with those who have requested the items before and after their use. Items not being picked up by others borrowing items must be returned to the Indiana Project WET office – Indianapolis or optional storage site. ***You must call prior to pick up and return to arrange time that someone is in the office. 317-562-1338 or 317-562-0788***
2. Coordination will take place with Indiana Project WET office as well as with any person(s) scheduled before and after use date on the request list.
3. Borrowers in this loaner program must understand that all efforts will be made to coordinate borrowed items geographically. This may not be possible in all cases.
4. There will be a check out/in form that will be filled out and signed when picking up and returning the borrowed item(s).
5. There are very specific set up instructions for many of the items. Borrowers agree to read and follow set up instructions. Any items broken or lost by borrowers in this loaner program will be asked to replace items.
6. A follow-up evaluation form of the items used will be given to borrower upon return of the item. Please complete form and return within 10 days. The evaluation can be faxed or mailed to Indiana Project WET, Attention: Susan Rider.
7. Currently we are not asking for a deposit on the items. **Many of the items have a value over \$1,000.**

**~KEEP A COPY OF EACH FORM FOR YOUR RECORDS~**

We have read the above information and will abide by the responsibilities.

*Please print*

GROUP REQUESTING ITEM (s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature of acceptance above information \_\_\_\_\_

(Responsibility and Request forms must be received in order to process. Orders are processed on a first come, first served basis and by availability of the item requested)

Indiana Project WET - NREC - 5785 Glenn Road Indianapolis, IN 46216-1066  
317-562-0788 Fax 317-562-0790 E-mail: projectwet.in.gov

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